CMAP INSTRUCTIONS

Course schedules and course credit can now be submitted to AREC electronically using CMap (Course Management Application Program). The following instructions give you specific information regarding the use of CMap. Please keep in mind that this program is to be used for:

- All course information/schedules beginning October 1, 2004.
- Course credit for licensees who are taking CE courses between October 1, 2004 and September 30, 2006 for the issuance of the 2007-2008 license.
- All Post License course credit beginning October 1, 2004.
- All Prelicense course credit beginning October 1, 2004. Remember to **also** issue the paper certificate of completion to all students who complete the salesperson's prelicense course so they can present it at the exam site.

In order to access CMap, all instructors must log in using their instructor code, last four digits of social security number, and date of birth.

MANAGE COURSE SCHEDULES

This area of the program **replaces the Course Information Form** that you submit prior to the offering of all courses. The purpose remains the same. We need to know specific information on all courses prior to the date of offering. Also, with this new program, the course information will immediately be added to the Commission's Web site at www.arec.alabama.gov when electronically submitted. Everyone will be able to see these courses through utilization of a real estate course search; therefore, the earlier you submit the course information, the more time individuals have to see the information and plan to attend.

1. For all instructors who are approved to teach for more than one school, the first option in this area is to select the school for which you are submitting course information. If you are only approved to teach for one school, this option does not appear.

2. The **Course/Instructor** field includes a drop-down menu which contains all courses that you are approved to teach. By clicking on the arrow on the far right side of the field box, you can see all course selections from which you may choose. Each course selection shows the course code, course title, credit hours, and instructor name.

3. The **Start Date** and **End Date** fields need to contain the proper dates. Since a majority of continuing education courses are only one day, the dates will be the same. However, for multiple-day CE courses, prelicense courses, and post license

courses, the appropriate beginning and ending dates are needed. The **Start Date** and **End Date** for distance education courses can be any time period selected by the provider showing availability of the course. A time period of six months may be used as well a one year as long as they are updated when the **End Date** has passed.

4. Similarly, the **Start Time** and **End Time** fields need to contain the proper times. Please make sure you pay attention to the AM and PM fields.

5. The **Location** field holds up to 50 characters to adequately give the exact location of the course offering. Please make sure that you are specific enough so individuals know where the course is being held by reading your description.

6. For **Days** of the course offering, please click on the appropriate letter for a single day course or letters for a multiple day course.

7. The **Comments** field is available if you need to add an explanation regarding the course offering (i.e. location information, closed or restricted for a certain group of people, etc.). It holds a maximum of 50 characters.

8. There are four individual buttons labeled **Add, Remove, Commit**, and **Reset**. The **Add** button adds the course into the table entitled **Entered Courses**. Each time you enter the required information for a course and select **Add**, the course is added to the table. Once you have courses added to the table, you can click on the course number to edit. Change the information that needs to be changed and click **Add** again to add the course to the table again. The **Remove** button allows you to remove a course that has been previously added to the table. Click the box on the right side of the table in the column entitled "Remove?" to insert a green check mark. Then click the **Remove** button to remove the course from the table. Once the course has been removed, you can not add it again without inputting the necessary information and creating a new course. The **Commit** button sends all courses previously added to the table to AREC's database with an original Transaction ID assigned. These courses are then able to be displayed on the Web site. You should click on the **Commit** button only when you have double-checked the information added to the table and are confident that everything is correct. If you find a mistake prior to clicking the **Commit** button, click on the course code on the left side of the table and make the necessary corrections. You may then add the course back to the table. When you click on the **Commit** button, the screen is cleared and you see a message showing you the number of courses committed. Courses are not added to the database until you click on the **Commit** button. The **Reset** button clears all data from the fields above the table and allows you to reenter course information that has to be entered into the fields prior to adding the course.

9. Once you enter all courses to be submitted and click on the **Commit** button, you can select **Return to Main Menu**. From the Main Menu, you can go to another area of the program or select **Return to Login** in order to log out of the program.

MANAGE COURSE CREDIT

This area of the program **replaces the Certificates of Completion** that you have been giving to the students after each course. The only exception is the 60 hour prelicense certificate of completion which still needs to be given to students to take to the real estate exam test site. Therefore, the only paper certificate you need to give to students is the 60 hour prelicense certificate of completion. This certificate can be prepared as it has always been in the past. As the instructor, you must make sure the student's name and social security number are on the certificate. Exam applicants need the 60 hour prelicense certificate of completion in order to be admitted to the real estate exam. For all courses, including the 60 hour prelicense course, student names are electronically submitted through the CMAP program. Licensees are no longer required to keep their original CE certificates of completion on file in case of a CE audit. After instructors submit the Certificate Information for a course, licensees are able to check AREC's Web site to verify course credit. Remember, this information is electronically submitted for ALL courses including the 60 hour prelicense, 30 hour post license, 15 hour broker prelicense, and CE courses. However, an actual paper certificate of completion still needs to be prepared and given to students after completing the 60 hour prelicense course.

1. For all instructors who are approved to teach for more than one school, the first option in this area is to select the school for which you are submitting course information. If you are only approved to teach for one school, this option does not appear.

2. The **Course/Instructor** field contains a drop-down menu with all courses that you are approved to teach, just like in the **Manage Course Information** section. By clicking on the arrow on the far right side of the field box, you can see all course selections from which you may choose. Each course selection shows the course code, course title, credit hours, and instructor name.

3. The **Start Date** and **Completion Date** fields must contain the proper course dates. For the 60 hour prelicense course and all distance education courses, these fields must accurately reflect the date the student begins the course and the date of completion. These are the dates that would be written on the certificate of completion.

4. The **Student License Number** field only functions when information is being entered for the 15 hour broker prelicense, the 30 hour post license, and CE courses because only students who hold a real estate license and have a license number can take these courses. Type the license number of a student, click the **Add** button, and the information is added to a student table for confirmation. You will see the student's license number, the student's name, your instructor number, the course code, and the dates of the course. Take the time to check the student name that appears in the table to verify the correct license number has been entered. This field accepts multiple entries so you can keep typing license numbers and adding students to the table until all have been added. The information in the table is not finalized until you click on the **Commit** button after all students have been added. If needed, you can use the **License Search** feature on AREC's Web site to find the appropriate license number for each student. Remember, this field is used for all courses EXCEPT the 60 hour prelicense course (see #5). Continue typing license numbers and clicking the **Add** button until all students are added to the table. Double check each name before clicking on the **Commit** button.

5. The **SSN/Full Name** fields are used only for students in the 60 hour prelicense course since they do not have a license number. You should obtain this information when the students enroll in your course. This is also a multiple entry field. After each entry, click the **Add** button and the information will be added to a student table for confirmation. It will not be finalized until you click on the **Commit** button after all students have been added. Continue typing social security numbers and names and clicking the **Add** button until all students have been added to the table. Double check each social security number and name before clicking on the **Commit** button.

6. The four buttons labeled **Add, Remove, Commit**, and **Reset** are on this screen as well along with a table entitled **Entered Credit**. The functions of these buttons and the table are the same as in the **Manage Course Information** section. The **Add** button adds an entree to the table. The **Remove** button removes an entry from the table. The **Commit** button electronically sends all entered information to AREC. For the 30 hour post license, 15 hour broker prelicense, and all CE courses, the information goes directly to the licensee's record on AREC's Web site. For the 60 hour prelicense course, a record is automatically created for each student. The **Reset** button clears all fields to allow new information to be entered.

7. Once you have entered the appropriate information for all students who completed the course and have clicked on the **Commit** button, you are taken to a screen with five options. The first three options are **Email Confirmation**, **Download Data File**, and **Email Licensees**. The **Email Confirmation** sends an email to the instructor or school administrator verifying all entered data. **Download Data File** allows you to download a backup file of all entered data. **Email Licensees** allows you to email a generic message (i.e., "CE has been entered for you, please visit AREC Web site for details") to all students whose email address is on file with AREC.

8. The remaining two options allow you to **Return to Course Credit** or **Return to Main Menu**. From the Main Menu, you can go to another area of the program or select **Return to Login** in order to log out of the program.

COURSE CREDIT HISTORY

This area of the program allows you to **search for and view all course completion credit** using the following options. These options may be entered independently of each other or together in order to retrieve information.

Option 1: Enter the **Start Date** and **End Date** and click on **Submit** to launch the search.

AND/OR

Option 2: Enter the **License Number** (or social security number for prelicense students) of the student and click on **Submit** to launch the search.

AND/OR

Option 3: Enter the **Course Number** and click on **Submit** to launch the search.

You may select **Return to Main Menu** to enter another area of the program or select **Return to Login** to log out.